

## Portal Entry for a Residential Alteration Reroof Permit

**NOTE: The permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.**

### Step 1 Permit Application – Description and Type

1. Application Type - Residential Alteration
2. Describe Work – A brief description of the work to be performed
3. Building Use – Auto fills
4. Model – Skip
5. Subdivision – Skip
6. Phase – Skip
7. Filing – Skip
8. Number of Stories – enter # of stories
9. Number of Units – enter 1
10. Total Sq. Ft. - enter total sq. ft. being roofed
11. Basement Finish check box leave blank
12. Type of Work 1 – Select Reroof from the drop down menu
13. Owner Builder – Select No (this is for our homeowner projects)
14. Next Step

### Step 2 Permit Type

1. Building should already be checked
2. Next Step

### Step 3 Work Items

1. Check the box adjacent to Re-Roof (Residential).
2. Next Step

### Step 4 Description of Work

1. Re-Roof (Residential):
  - a. Valuation: Enter total Project Value
  - b. Roofing Type: Select from the drop down menu.
  - c. Shingles type: Select from the drop down menu.
  - d. Enter the total labor and material cost for the project
2. Next Step

### Step 5 Location of Work Being Done

1. Enter the street address for the project.
2. Next Step

### Step 6 Contacts

1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from address book hyperlink to add a Building Contractor. Select the name from the address book. **DO NOT USE THE ADD NEW CONTACT LINK.**

**NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.**

3. Next Step

**Step 7 Upload Files**

1. Since there are no plans for this type of project an upload is not required. There will be a reminder that pops up just click on the OK button.

**Step 8 Review and Submit**

1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.